



FLOODPLAIN DEVELOPMENT PERMIT (FDP)



City of Huntsville Urban Development Department Engineering Division (EDiv) (256) 427-5300

Permit Number: _____ Submittal Date & Time: _____

☐ Initial/Conditional Approval: Applicant (see page 3 D/G-1 note) required to submit information & perform actions as applicably checked &/or documented by this FDP; Reviewer Initials: _____ Date: _____

☐ Final Approval: Reviewer confirmed Applicant met Requirements of Conditional Approval & reviewed provided information for completeness & correctness; Reviewer Initials: _____ Date: _____

I. Property Location

See Page 3 for Direction/Guidance (D/G) & Please Print

Street _____

Address: _____

II. Authorized Representative (AR) (if you are the Property Owner (PO) skip to Section III)

Name &, if Entity, Point-of-

Contact (POC)/Position: _____

Phone _____

Number(s): (O) _____ (C) _____ e-mail: _____

III. Property Owner (PO)

Name &, if Entity, Point-of-

Contact (POC)/Position: _____

Phone _____

Number(s): (Day) _____ (C) _____ e-mail: _____

-ORIGINAL Signature (assuring accuracy of information (info.) provided & receipt of conditionally approved FDP & associated info.)

*if not AR or PO print Name and Organization/Position:

Sign _____

Name: _____ Date: _____

IV. Prime Contractor (PC) (for Proposed Work (PW)) *same as ☐ AR or ☐ PO check as appropriate & skip to Section V

Name &, if Entity,

POC/Position: _____

Phone _____

Number(s): (O) _____ (C) _____ e-mail: _____

V. Proposed Work (PW) Description (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Manufactured Structure | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Commercial/Non-Residential | <input type="checkbox"/> Temporary (Temp.) Structure | <input type="checkbox"/> ^A Earth Work (i.e. Grading, Excavation, etc.) |
| <input type="checkbox"/> New Primary Structure (see ^{A & B}) | <input type="checkbox"/> Temp. Construction Trailer | <input type="checkbox"/> ^B Paving (generally includes curb & gutter) |
| <input type="checkbox"/> New Addition to Existing Structure | <input type="checkbox"/> Storm Shelter | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> New Subdivision/Apartments |
| <input type="checkbox"/> Existing Structure Improvement/Repair | <input type="checkbox"/> Other- _____ | |

Additional

Description: _____

-PW on an ☐ Yes - complete financial info. below (Staff Use Only ☐ NA- _____)

Existing Structure: ☐ No - skip to Attendant Utilities description

-Structure Current Market Value (not including land) Prior to Damage &/or PW^{D/G-5 & 6}: \$ _____ based on

☐ Madison County Tax Assessor: ☐ via website (see attached report) ☐ via office (see attached document)

☐ via FDP _____ Dated _____

☐ Current (generally within last 6-months) Professional Appraisal (see attached Appraisal documents)

-Estimated Cost of PW on Structure only^{D/G-7}: \$ _____

-Final Cost of Work on Structure based on provided invoices and receipts: \$ _____ (Staff use only)

-Total Cost of Work on Structure to date: \$ _____ (Staff use only)

-Attendant utilities associated w/ PW: ☐ Water ☐ Sanitary Sewer/Septic ☐ Storm Water/Detention ☐ Gas ☐ Electric

☐ HVAC (including ductwork) ☐ Generator ☐ Elevator/Escalator ☐ Other: _____

-Project submitted through SIRE: ☐ No ☐ Yes (If yes, then reference Project Number: _____)

-Foundation walls elevating a structure as part of PW creating an Enclosed Area (EA) (e.g. a "crawl-space"): ☐ Yes ☐ No

-Appropriate design plans provided: ☐ Yes ☐ No ☐ NA- _____

Federal Insurance Rate Map (FIRM) & Other Surveying Requirement Information

Map _____ Study _____ LOMC _____ Associated _____
Number: _____ Date: _____ Case #: _____ Waterway: _____

☐ Applicable Structure &/or ☐ Property Located in Zone(s): ☐ AE ☐ A ☐ X(shaded) ☐ X & (if applicable) ☐ Floodway
w/ a **Base Flood Elevation (BFE)** of: _____ in US Survey Feet, **NAVD 1988** datum; Minimum Finish Floor

Elevation (including attached garage) or, **if non-residential** construction, optional Minimum Floodproofing Elevation ^{D/G-13}
for structure & attendant utilities: (BFE+1') based on an NGS monument on an Effective FEMA FIRM
Panel, the City of Huntsville or Space and Rocket Center maintained Continuously Operating Reference Station
(CORS), or a ≥ 4 -hr. On-Line Positioning User Service (OPUS) session utilizing the precise ephemeris

Requirements (Rs): (Note: if box is not checked item is NA, **Items 11-13 always apply**)

☐ **1.** Venting EA below BFE+1' ^{D/G-9}: ☐ Option A - at least two openings, on different exterior walls, providing a minimum
total Vent Opening Area (VOA) of 1-in.² for every 1-ft.² of EA, based on outside wall dimensions, must be constructed no
more than 1.0-ft. (measured from bottom of Vent Opening) above adjacent soil grades (interior or exterior of wall) to allow
automatic equalization of resultant flood water forces on exterior walls. If PW is an Addition, any Existing VOA on
exterior walls that will become Enclosed (EVOAE) must be accounted for in total Addition VOA.

Total **Total** **Minimum**
EA [ft.²]: _____ + EVOAE [in.²]: _____ = Total VOA: [in.²]; OR

- ☐ Option B - engineered/designed venting certified by an AL professionally licensed/registered engineer or architect (as
approved by the associated AL Board) & complying with, but not necessarily limited to, Zoning Ordinance Article 62.7.3.
- ☐ **2.** Original Finished Construction Elevation Certificate (EC) - most current FEMA Form 86-0-33; additionally, needs to
include descriptions and locations of all patios/porches and their lowest floor elevations in Comments area of Section D
- ☐ **3.** Similar to R-2 include "for _____ only: A8. a), b), c), & d), and C2. a) & b) in Comments area.
- ☐ **4.** Cover Letter w/ financial back-up (i.e. receipts, invoices, etc.) attached (reference attached guidance & example)
- ☐ **5.** Leave all Property/Lot corner pins/markers in place at least until after mandatory Final Inspection (Reference R-6).
- ☐ **6.** Schedule Final Inspection to confirm: _____

- ☐ **7.** Original signed & stamped Letter from a Professional Engineer/Licensed Surveyor stating that no fill was placed in the
Floodway as a result nor during the course of the project permitted under this FDP (reference attached example)
- ☐ **8.** Call or email EDiv POC to release Flood Fringe Hold when permitted work is complete
- ☐ **9.** Original signed & stamped As-Built drawing by a Professionally Licensed Surveyor showing the structure (or object(s)
in question) is outside of the: ☐ Floodway ☐ 1% Annual Chance Floodplain
- ☐ **10.** Appropriate ☐ Letter of Map Change (LOMC), specifically LOM _____, published by FEMA,
☐ "No-Rise" Certification, or ☐ Floodproofing Certificate ^{D/G-13} as discussed in detail &/or per approved documents
- 11.** Construction materials below BFE+1' must be resistant to flood damage (additional info. available)
- 12.** All utilities (including related components such as duct work) must be designed &/or located so as to prevent water from
entering or accumulating within them during flooding conditions (i.e. water levels equal to the BFE) and protected (i.e. at
least constructed of flood resistant materials) to an elevation of at least the BFE+1'. Additionally, all utility equipment
(e.g. HVAC units) & appliances must be elevated to at least BFE+1'.

***13.** If PW changes from that discussed during Conditional permitting process, Owner must have FDP reevaluated by EDiv

Additional Comments (ACs): (Note: if box is not checked item is NA, **if there is no checkable box then item is Applicable**)

☐ **1.** Per provided plans/available GIS data, the PW/structure will not be/is not in the 1% Annual Chance Floodplain

Directions/Guidance (D/G)

1. The Property Owner (PO) is the Applicant; however, upon their approval, an Authorized Representative (AR) working for/reporting to them may handle the FDP process. EDiv will speak to the Owner before issuing FDP.
2. Applicant is responsible for providing information in boxed area on Page 1 (except where identified as “*Staff use only*”), understanding remaining information as explained, as well as completing requirements of FDP; EDiv Reviewer will review provided information, request any clarification, and complete the remainder of the FDP. Please provide EDiv with ORIGINALLY signed PDF.
3. Any available design plans need to be provided to aid in review; EDiv may require an appropriate set of plans for the files.
4. Initial/Conditional and Final FDP Reviews can, in general, be completed within 72-hours after submittal, based on staff availability.
5. Madison County Tax Assessor’s determined values can be obtained in person from their office in the Courthouse (100 North Side Square Hsv., AL 35801; 256-532-3350) or via the following two websites <http://www.emapsplus.com> and <http://www.deltacomputersystems.com/AL/AL47/pappraisala.html>.
6. A professional appraisal of the Property (in the case of damage, prior to such occurrence) with an appropriate cover letter (example available) breaking out the value of the Structure alone may be required and is almost always beneficial to the Owner regarding future work limitations. Generally, an appraisal needs to have been completed with 6 months damage/loss or FDP request.
7. Complete cost estimate with cover letter (example available) signed by appropriate parties may be required for Conditional Approval.
8. It is in the best interest of all that the appropriate party on the Owner’s side of the process confirms from the start of and during the PW that required elevations are being met.
9. Vent Openings are outlined in FEMA Technical Bulletin 1/August 2008. Flood vents located below the BFE+1’ must be permanently open (or automatically opening to the presence of flood waters), located on at least two sides of the foundation/enclosure walls, and the bottom of the Vent Openings must be no higher than one foot from adjacent grade on either the interior or exterior of the wall. Should screen covers be placed over the vent, it will decrease the allowable area of the vent. Screening over the vent must be lightly tacked on the inside and easily knocked out under flood water conditions.
10. If for any reason elevations do not comply as required/specified in the FDP, any alterations necessary for compliance and subsequent certifications will be at the expense of the Property Owner.
11. Upon Final Review, and (presumed) Approval, the original FDP will be completed by the EDiv (copies of documentation will be provided if requested); EDiv will retain original FDP and required documentation.
12. All local/on-site benchmarks should be left on-site at least until Final Approval.
13. Non-Residential structures opting for floodproofing to the BFE+1’ required elevation: A professional/registered engineer or architect can certify floodproofing with appropriate design plans, visual inspections, and FEMA Form 086-0-34 (7/12) “Floodproofing Certificate”.
14. This FDP in no way relieves the Applicant from obtaining other required governmental permits.
15. Additional requirements may apply, including those found in the City Zoning Ordinance and Stormwater Management Manual.
16. Additional information can be found through the following City, FEMA, and Alabama Emergency Management Agency web sites <http://www.huntsvilleal.gov>, www.fema.gov, and www.ema.alabama.gov, respectively.